



City of Columbus
Mayor Michael B. Coleman

Department of Public Service

Mark Kelsey, Director

May 11, 2011

To: DPS Department Assistant Directors, Administrators, Officers and Managers

Attached please find a copy of the Department of Public Service, City of Columbus, Equal Employment Opportunity Plan (EEOP).

Per Step 7a of the EEOP, Internal Dissemination, all employees who are in a **supervisory position must make each of their subordinates aware of the location of a copy of the plan within their office or facility and inform their subordinates of their right to inspect and acquire a copy of the plan.** This notification to employees must be made at every DPS work location. To assist with compliance, attached please find a form which is to be completed and signed by every individual in a supervisory capacity indicating they have notified their subordinates of the EEOP. This form is to be returned to Cheri Mason, Department HR Officer no later than Thursday, June 9, 2011.

Your cooperation in implementing this plan is appreciated.

Sincerely,

Mark Kelsey
Director

614-645-8290 Director's Office
614-645-8376 Office of Support Services
614-645-3111 311 Service Center
614-645-8376 Division of Mobility Options
614-645-8376 Division of Design and Construction
614-645-8376 Division of Planning and Operations
614-645-2420 Division of Refuse Collection

109 North Front Street, 3rd Floor, Columbus, Ohio 43215-9023
109 North Front Street, Ground Floor Columbus, Ohio 43215-5036
1111 East Broad Street, Columbus, Ohio 43205
109 North Front Street, 2nd Floor, Columbus, Ohio 43215-9023
109 North Front Street, 3rd Floor, Columbus, Ohio 43215-9023
109 North Front Street, 3rd Floor, Columbus, Ohio 43215-9023
2100 Alum Creek Drive, Columbus, Ohio 43207-1705

FAX: 614-645-7805
FAX: 614-645-7549
FAX: 614-645-3053
FAX: 614-645-6938
FAX: 614-645-6938
FAX: 614-645-6938
FAX: 614-645-7296



City of Columbus
Mayor Michael B. Coleman

Department of Public Service

Mark Kelsey, Director

I hold a supervisory position within the Department of Public Service and I have made my subordinates aware of the location in our office of the Equal Employment Opportunity Plan. I have also informed them of their right to inspect and/or receive a copy of the document.

Name (print)

Classification

Signature

Division

Date

Work Location

This form must be completed by all supervisory personnel and returned to Cheri N. Mason, Department Human Resources Officer by June 9, 2011.

614-645-8290 Director's Office
614-645-8376 Office of Support Services
614-645-3111 311 Service Center
614-645-8376 Division of Mobility Options
614-645-8281 Division of Design and Construction
614-645-8376 Division of Planning and Operations
614-645-7620 Division of Refuse Collection

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FAX: 645-7805
FAX: 645-7549
FAX: 645-3053
FAX: 645-6938
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FAX: 645-6938
FAX: 645-7296

DEPARTMENT OF PUBLIC SERVICE*

CITY OF COLUMBUS, OHIO

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Effective Dates:

May 06, 2010 - May 06, 2012

***by reference, this plan constitutes one unit of the Columbus City-wide Equal Employment Opportunity Plan. This unit is number 9 of 17 units.**

Michael B. Coleman
Mayor

Chester C. Christie
Director
Department of Human Resources

Melvin V. Richardson, J.D.
Equal Employment Opportunity Manager
Department of Human Resources

Department of Public Service
City of Columbus

(This form may be completed as needed to accompany applications for specific government grants.)

Step 1: Introductory Information

Direct Recipients

Grant Title:	Grant Number:
Grantee Name:	Award Amount: \$
Grantee Type:	
Address:	
Contact Person:	Telephone #:
Contact Address:	
DOJ Grant Manager:	DOJ Telephone #:

Subrecipients

Grant Title:	Grant Number:
Grantee Name:	Award Amount: \$
Grantee Type:	
Address:	
Contact Person:	Telephone #:
Contact Address:	
State Granting Agency:	Grant Number:
Contact Name:	
Contact Address:	
Telephone #:	

INTRODUCTION/POLICIES

As described in the policy statement below, the City of Columbus Department of Public Service equal employment opportunity program operates pursuant to specific policies and procedures adopted and authorized by the Mayor of the City of Columbus, the Columbus City Council and applicable city, state, and federal laws, rules and regulations. The essential mission of the equal employment opportunity program is the elimination of unlawful discrimination in all phases of the employment process.

In order to accomplish the aforestated mission, Mayor Michael B. Coleman has issued and City Council has endorsed a number of equal employment opportunity policies and designated the Department of Human Resources' Equal Employment Opportunity Office to administer the program. As a part of its responsibilities, the EEO Office assists in the development and implementation of the Department of Public Service, Equal Employment Opportunity Plan. In short, this plan is a document which, through statistical and other analyses, identifies areas of concern related to equal employment opportunity within the Department of Public Service employment processes and establishes goals and timetables with specific objectives and measures to be taken to address areas of concern. This plan, by reference, is an essential unit of and is incorporated into the current City-wide Equal Employment Opportunity Plan.

PERSONNEL MANAGEMENT AND OPERATIONS OVERVIEW

The Columbus Department of Public Service has had a longstanding commitment to equal employment opportunity. This has been manifested in policies and procedures such as those included in this plan.

The Department's objectives and specific steps to attain them, as listed herein, provide an aggressive and proactive approach to make viable its commitment to equal employment opportunity.

Policy Statement:

Federal, State and Local law prohibits discrimination on the basis of race, color, religion, sex, national origin, disability, ancestry, age, sexual orientation or qualified veteran status.

It is the policy of the City of Columbus to provide equal employment opportunity in City government in recognition of the essential rights of all qualified applicants and employees; to prohibit discrimination in employment with regard to race, color, religion, sex (including sexual harassment), national origin, disability, ancestry, age, sexual orientation or qualified veteran status; to identify and eliminate barriers to the employment of qualified persons and promote equal opportunity with respect to hiring, promotion, terms, conditions or privileges of employment in each department and division of City government.

It is the policy that non-discrimination and equal employment opportunity are the policy of City government in all of its employment decisions, programs, services and activities. To that end, all city departments and divisions, supervisors and employees under my jurisdiction shall act affirmatively to ensure equality of opportunity in the internal affairs of City government, as well as in their relations with the public.

The policy requires more than a desire to eliminate discriminatory barriers to employment. It must also entail positive and aggressive measures to ensure equal employment opportunity in all areas of human resources management. These measures should include efforts required to remedy all effects of discriminatory patterns and practices and those actions necessary to guarantee equal employment opportunity for all qualified persons.

The overall objective of the Equal Employment Opportunity Policy is to free the working environment of any and all forms of unlawful employment discrimination.

All departments and appointing authorities under my jurisdiction shall act affirmatively to eliminate discrimination.

All departments and appointing authorities shall have responsibility for ensuring that this Policy is implemented in their operations with the assistance of the Department of Human Resources' Equal Employment Opportunity Office.

To effectuate the intent of equal employment opportunity, each City department and agency shall cooperate and work with the assistance of the Department of Human Resources' Equal Employment Opportunity Office.

To effectuate the intent of equal employment opportunity, each City department and agency shall cooperate and work with the Human Resources' Equal Employment Opportunity Office in the performance of the duties and responsibilities imposed by this Policy.

The Department of Human Resources' Equal Employment Opportunity Office is hereby designated to administer the Equal Employment Opportunity Policy as set forth in this document.

This Policy shall be in full force and effect after my signature to the document.

Michael B. Coleman, Mayor
Effective October 20, 2000

Steps 2, 3 and 4a:

In the following Utilization Chart the workforce statistics for the Department of Public Service have been inserted. In addition, as shown, the available workforce statistics have been inserted in the Utilization Chart and the initial utilization analysis has been completed by subtracting the percentages obtained in Step 3 from those obtained in Step 2; thereby disclosing, if any, underutilizations by race and sex in the job categories shown. Underutilization by race or sex of 4% or more in any job category is deemed significant.

Step 4b: Narrative Underutilization Analysis

The Office of the Director of Human Resources of the City of Columbus, in consultation with the department's Equal Employment Opportunity (EEO) Office, reviewed the Utilization Analysis (comparing the Department of Public Service's workforce to the relevant labor market), and noted the following:

1. White males were significantly under-represented in the following job categories: Administrative Support (-13%) and Skilled Craft (-10%).
2. Hispanic or Latino males were significantly under-represented in the following job category: Skilled Craft (-4%).
3. White females were significantly under-represented in the following job categories: Officials / Administrators (-6%), Professionals (-21%), Technicians (-37%), Skilled Craft (-4%) and Service / Maintenance (-27%).

Steps 5 & 6: Objectives and Steps

1. To encourage White males to apply for vacancies in the Administrative Support and Skilled Craft job categories

The EEO Office will work with a representative of the Department of Public Service to have the following assessed: applicant pool for all vacancies in the relevant job categories to determine whether White males were under-represented; review of the related and relevant job descriptions to determine whether any aspect of the same would discourage or negatively affect applications by White males; what specific aspects of the affected jobs could be better marketed to White male applicants. The Department of Public Service will work with the EEO Office to create and implement a specific recruitment action plan by April, 2010. The actions taken in response to these Objectives and Steps will be documented and attached to the Short Form as an Addendum. The emphases of these efforts will be to develop practical and effective processes, contacts and recruitment tools at the level of new employee selection that positively affect hiring results such as those modeled in the "City of Columbus Division of Police Minority Recruitment Unit Recruiting Initiative 2009-2011." See Attachment I to this Equal Employment Opportunity Plan.

2. To encourage Hispanic or Latino males to apply for vacancies in the Skilled Craft job category

The EEO Office will work with a representative of the Department of Public Service to have the following assessed: applicant pool for all vacancies in the relevant job categories to determine whether Hispanic or Latino males were under-represented; review of the related and relevant job descriptions to determine whether any aspect of the same would discourage or negatively affect applications by Hispanic or Latino males; what specific aspects of the affected jobs could be better marketed to Hispanic or Latino male applicants. The Department of Public Service will work with the EEO Office to create and implement a specific recruitment action plan by April, 2010. The

actions taken in response to these Objectives and Steps will be documented and attached to the Short Form as an Addendum. The emphases of these efforts will be to develop practical and effective processes, contacts and recruitment tools at the level of new employee selection that positively affect hiring results such as those modeled in the "City of Columbus Division of Police Minority Recruitment Unit Recruiting Initiative 2009-2011." See Attachment I to this Equal Employment Opportunity Plan.

3. To encourage White females to apply for vacancies in the Officials / Administrators, Professionals, Technicians, Skilled Craft and Service / Maintenance job categories

The EEO Office will work with a representative of the Department of Public Service to have the following assessed: applicant pool for all vacancies in the relevant job categories to determine whether White females were under-represented; review of the related and relevant job descriptions to determine whether any aspect of the same would discourage or negatively affect applications by White females; what specific aspects of the affected jobs could be better marketed to White female applicants. The Department of Public Service will work with the EEO Office to create and implement a specific recruitment action plan by April, 2010. The actions taken in response to these Objectives and Steps will be documented and attached to the Short Form as an Addendum. The emphases of these efforts will be to develop practical and effective processes, contacts and recruitment tools at the level of new employee selection that positively affect hiring results such as those modeled in the "City of Columbus Division of Police Minority Recruitment Unit Recruiting Initiative 2009-2011." See Attachment I to this Equal Employment Opportunity Plan.

Step 7a: Internal Dissemination

Every person in a supervisory position in the Department of Public Service will be provided a copy of this Equal Employment Opportunity Plan and within thirty (30) days of receipt of this plan will document, in writing, that he/she has made each of his/her subordinates, aware of the location of a copy of this plan within their office, facility, etc., and inform them of their right to inspect and acquire a copy of the same. Applicants for employment will also be provided, in writing, information detailing their right to inspect and obtain a copy of this plan. A copy of this EEOP will be posted on the City of Columbus website and notice informing employees will be distributed through a City-wide email.

A copy of this plan shall be maintained for inspection and a copy may be obtained from:

City of Columbus
Department of Human Resources
Equal Employment Opportunity Office
City Hall, Room 311
90 West Broad Street
Columbus, Ohio 43215
(614) 645-8871

Melvin V. Richardson, J.D.
Equal Employment Opportunity
Manager

Office of the Director
Department of Public Service
City Hall
90 West Broad Street
Columbus, Ohio 43215
(614) 645-8290

Mark Kelsey
Director

Step 7b: External Dissemination

1. The City of Columbus will post this EEOP on its website and any user will be able to access and download it.
2. The City's Equal Business Opportunity Commission Office will notify contractors doing business with the City that they may obtain copies of this EEOP.
3. Copies of this EEOP will be sent to the Columbus Public Library.

Utilization Analysis Chart

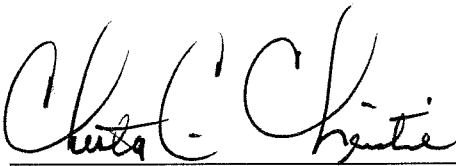
Relevant Labor Market: Franklin County, Ohio

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators	Workforce #/%	13/54%	0/0%	2/8%	0/0%	1/4%	0/0%	0/0%	7/29%	0/0%	1/4%	0/0%	0/0%	0/0%
	CLS #/%	44,405/51%	610/1%	3,735/4%	140/0%	1,610/2%	4/0%	305/0%	30,160/35%	500/1%	4,390/5%	85/0%	695/1%	10/0%
	Utilization #/%	3%	-1%	4%	-0%	2%	-0%	-0%	-6%	-1%	-1%	-0%	-1%	-0%
	Professionals													
Technicians	Workforce #/%	65/65%	2/2%	8/8%	1/1%	1/1%	0/0%	0/0%	21/21%	0/0%	2/2%	0/0%	0/0%	0/0%
	CLS #/%	51,510/41%	855/1%	4,420/4%	90/0%	4,695/4%	35/0%	425/0%	52,440/42%	760/1%	7,150/6%	130/0%	2,565/2%	0/0%
	Utilization #/%	24%	1%	4%	1%	-3%	-0%	-0%	-21%	-1%	-4%	-0%	-2%	0%
Protective Services: Sworn	Workforce #/%	88/75%	1/1%	16/14%	0/0%	1/1%	0/0%	0/0%	10/8%	0/0%	2/2%	0/0%	0/0%	0/0%
	CLS #/%	4,070/33%	75/1%	635/5%	0/0%	205/2%	4/0%	35/0%	5,495/45%	60/0%	1,330/11%	4/0%	245/2%	0/0%
	Utilization #/%	41%	0%	8%	0%	-1%	-0%	-0%	-37%	-0%	-9%	-0%	-2%	0%
Protective Services: Non-sworn	Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
	CLS #/%	5,895/59%	85/1%	1,785/18%	15/0%	20/0%	0/0%	75/1%	1,295/13%	45/0%	765/8%	0/0%	10/0%	0/0%
	Utilization #/%													
Administrative Support	Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
	Civilian Labor Force #/%	125/34%	20/5%	10/3%	0/0%	0/0%	0/0%	0/0%	205/56%	4/1%	0/0%	0/0%	0/0%	0/0%
	Utilization #/%													
	Workforce #/%	9/15%	2/3%	1/2%	0/0%	0/0%	0/0%	0/0%	37/61%	1/2%	10/16%	0/0%	1/2%	0/0%
	CLS #/%	44,660/28%	835/1%	8,080/5%	130/0%	1,110/1%	40/0%	620/0%	82,365/51%	1,615/1%	18,740/12%	230/0%	1,880/1%	20/0%
	Utilization #/%	-13%	3%	-3%	-0%	-1%	-0%	-0%	10%	1%	5%	-0%	0%	-0%

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Skilled Craft														
	Workforce #/%	101/69%	0/0%	39/27%	1/1%	0/0%	0/0%	3/2%	0/0%	3/2%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	31,515/77%	1,460/4%	3,685/9%	150/0%	440/1%	15/0%	2,505/6%	105/0%	440/1%	4/0%	150/0%	10/0%	30/0%
	Utilization #/%	-8%	-4%	18%	0%	-1%	-0%	-1%	-4%	-0%	1%	-0%	-0%	-0%
Service/Maintenance														
	Workforce #/%	105/44%	3/1%	112/47%	4/2%	0/0%	0/0%	4/2%	0/0%	8/3%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	55,850/40%	4,130/3%	18,100/13%	325/0%	1,935/1%	15/0%	39,950/29%	1,525/1%	13,445/10%	280/0%	1,930/1%	25/0%	580/0%
	Utilization #/%	4%	-2%	34%	1%	-1%	-0%	-27%	-1%	-6%	-0%	-1%	-0%	-0%

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

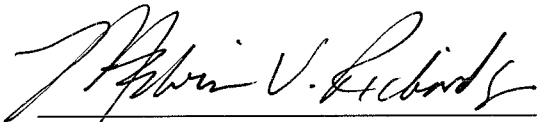
I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.



Chester C. Christie
Human Resources Director

5-17-11

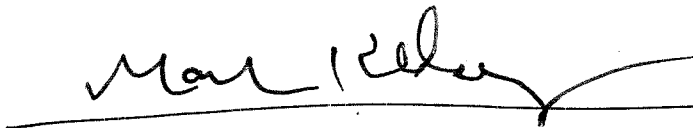
Date



Melvin V. Richardson
Equal Employment Opportunity Manager

May 3, 2011

Date



Director, Public Service Dept.

5-3-11

date